Safaa Muhammad

51st, 1st Neighborhood, 11th District, Sheikh Zayed, Giza, Egypt | +201001947333 | safy.fekry@gmail.com

# Summary

Proactive kindergarten manager with expertise in early childhood curriculum development. Excellent interpersonal skills and well-liked by teachers, students and parents. Offering a proven ability to organize a nurturing and effective educational environment.

# Education

## bACHELOR OF SCIENCE | JAN 2009 |MENOFYA UNIVERSITY

* Physics and laser science department
* Graduated Grade: Good
* Graduation Project: Micro structural and x-ray investigation of some zinc oxide doped transition metals (varistor)
* Graduation Project grade: Very good

## Upper Intermediate Conversation Syllabus 3 | 2018 | British Council

* English Conversation Program

# Skills

* Curriculum planning
* Tailoring curriculum plans
* Student-centered learning
* Education staffing
* Student motivation
* Age-appropriate lesson planning
* Positive learning environment
* Educational science projects development
* Teaching/tutoring
* Customer/Client relations
* Budgeting
* Digital marketing
* Logo and flyers design
* Computer proficient
* Personable and outgoing
* Interpersonal skills
* Outstanding social skills
* Strong collaborator
* Arabic: Mother tongue
* English: Very Good
* Deutsch: Good
* French: Basic

# Experience

**Kindergarten Founder And Manager at Kid&Co International Kindergarten,**

**Sheikh Zayed, Giza, Egypt**

**From March 2018 till Now**

* Hired and trained new preschool employees.
* Oversaw the interview and hiring process of classroom personnel to ensure qualified staff for students and parents.
* Trained staff in essential work responsibilities.
* Developed educational curricula that promoted development in key behavioral and educational areas.
* Collaborated with other administrators to assess the program and staffs' needs to develop cost-effective budgets.
* Supervised teaching staff and resolved issues.
* Established school policies and communicated them to staff and parents to ensure well-coordinated and high-quality daily operations.
* Recruited new students for admission through marketing and events.
* Implemented reading and writing workshops to increase student literacy and support school reading programs.
* Planned, implemented, monitored and assessed classroom instructional program.
* Taught students scientific and behavioral skills.
* Maintained safety and security of all youth under care.
* Documented student attendance and progress against goals.
* Corresponded with clients through email, telephone or postal mail.
* Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest.
* Created and implemented after-school student reading and writing workshop.
* Created new lesson plans based on course objectives.
* Collaborated with teachers and administrators to develop and evaluate school programs.

**Science Curricula Developer at Self Employed,**

**Sheikh Zayed, Giza, Egypt**

**From Jan 2017 till April 2017**

* Created new lesson plans based on course objectives.
* Collaborated with teachers and administrators to discuss the academic needs of students.
* Developed activities and integrated technology to diversify instruction.
* Collaborated with teachers and administrators to develop and evaluate school programs.
* Planned and executed activities to promote scientific skills development.

**Finance manager at New Dream Distribution Co,**

**Menofeya, Egypt**

**From February 2009 till August 2010**

* Created documents to display financial reports and data.
* Managed the tracking of offices and headquarters revenue, budgets and expenses.
* Created financial portfolios for clients.
* Drafted and reviewed financial statement compilations before being approved by partners.

# Accomplishment

* Creating a successful summer camp program for children of age group 4 to 10 years old.
* Designing a successfully implemented science curriculum for home schooling initiative targeting children who are under 7 years old.

Thanks in advance for your time and kind concern